GENERAL COUNSEL
Marin Municipal Water District
(Corte Madera, CA)
**THE COMMUNITY**

Marin County is a dynamic community of involved residents who enjoy a high quality of life marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. Marin is a recreation destination for the entire Bay area and is known for its combination of rural and suburban lifestyles. Marin County residents enjoy an abundance of cultural activities. The area has an excellent public school system and full spectrum health care is available at Marin General Hospital. All the delights and adventures of the San Francisco Bay area, Sonoma County, and Napa County are within easy commuting distance.

**THE MARIN MUNICIPAL WATER DISTRICT**

Located north of San Francisco, just over the Golden Gate Bridge, MMWD delivers water to approximately 186,000 residents in a 147-square-mile area of south and central Marin County. MMWD serves ten incorporated cities and towns, including San Rafael, Mill Valley, Fairfax, San Anselmo, Ross, Larkspur, Corte Madera, Tiburon, Belvedere, Sausalito, and unincorporated portions of Marin County. MMWD owns and protects over 20,000 acres of watershed that drain into its seven reservoirs located on Mt. Tamalpais and in west Marin.

The District employs 240 full time employees and is governed by a five-member Board of Directors, each of whom is elected to represent one of five geographic areas. The directors serve overlapping four-year terms. The Board establishes policy on the district’s mission, goals, and operations.

Additional information can be found at www.marinwater.org.

**THE POSITION**

Under the policy direction of the Board of Directors, the General Counsel serves as the attorney for and chief legal advisor to the Board of Directors, and as chief legal advisor to the General Manager and District staff. The District General Counsel is appointed by and serves at the pleasure of the Board of Directors, and functionally reports to both the General Manager and Board of Directors. Responsibilities include taking charge of all suits and other legal matters to which the District is a party or in which it is legally interested, giving advice or legal opinions whenever required by the Board, and advising the General Manager and District staff on legal matters connected with the business of the District.

The General Counsel manages complex legal functions with a high degree of proficiency and expertise to ensure that the District strategic goals and the mission are carried out in compliance with applicable laws, regulations, policies and procedures. The incumbent provides effective leadership to subordinate staff and maintains an environment that fosters positive employee engagement, high productivity, and effective communication. Typical duties may include but are not limited to the following:
• Plan and organize the activities of the Office of the General Counsel, including managing staff and overseeing the work of consultants and special counsel to ensure that work is accomplished effectively, in accordance with professional standards, and in compliance with applicable laws, regulations, policies and procedures.

• Work collaboratively with the General Manager and District staff to advance initiatives and projects for the District in a legally sound manner, including providing advice, alternatives, and consultation on associated risks.

• Analyze, interpret, and apply complex statutory and constitutional laws, ordinances, regulations, court decisions and other legal authorities in advising the Board, the General Manager, division heads and other designated personnel.

• Research and prepare clear and concise opinions, reports, correspondence, written opinions, ordinances, resolutions, agreements, leases, public works contracts and other legal documents.

• May represent the District in various litigation proceedings such as trials, mediations, arguments on pre-trial motions, and hearings before administrative bodies.

• Select, engage and manage outside counsel which may be retained to defend or prosecute actions requiring special expertise.

• Render advice to the Board, General Manager and staff, and the District’s representatives on labor relations, District personnel documents, and employment law matters, and may represent the District before mediators or arbitrators on matters arising from employment or collective bargaining agreements or personnel rules.

• Render advice and assistance on risk management and in administration of District’s general liability, property, and other insurance programs.

• Advise on legal aspects associated with management and stewardship of District lands, and on eminent domain and land acquisition proceedings.

• Prepare opinions concerning the actions, powers, duties, functions, and obligations of District personnel.

• Attend appropriate meetings to represent the District’s interests as requested by the Board or General Manager.

• Assist in preparation and administration of legal budget.

• Provide conflict of interest assistance to Board members and staff on behalf of the District and assist members and staff in compliance with applicable laws and regulations, and in seeking advice from the FPPC.

• Establish and maintain effective working relationships with all those people and entities contacted in the course of work.

THE IDEAL CANDIDATE

MMWD’s General Counsel will be a highly-organized, detail-oriented, confident and positive team player who is able to handle a heavy workload and think on their feet. High standards of personal and professional ethics and integrity are essential, as is the degree of political sensitivity that is necessary in any public agency. This person will be an excellent oral and written communicator with a flexible attitude, a positive outlook, and a diplomatic demeanor, who consistently and effectively works with the Board, the General Manager, and District staff to ensure that MMWD operates as efficiently as possible within the context of all applicable laws and regulations.

When presenting items to the Board of Directors, this individual will provide a complete and concise summary of the matter at hand and present options and alternatives for the Board to consider before adopting a final position. To gain and maintain the public’s trust, this person will be as transparent as possible while exercising appropriate discretion and carefully protecting confidentiality of attorney-client privileged communications.
Finally, the successful candidate will work in partnership with other local agencies to address issues of mutual concern. The best qualified candidate will have local government experience.

Education and Experience:

- Seven years of recent and increasingly responsible legal experience in public agency law which includes dealing with governmental agencies in California.

- In-depth experience with the laws, regulations, and case law governing governmental operations including, but not limited to the Public Records Act, the Brown Act, the Political Reform Act, the California Environmental Quality Act.

- Knowledge of California statutory and constitutional laws, including the Government Code and laws related to the authority, responsibilities and obligations of public officials and administrative boards and agencies.

- Familiarity with the laws and procedures related to the conduct of hearings and meetings of public bodies.

- Direct experience in real property matters, including eminent domain, construction, land management, and environmental law.

- Knowledge of the principles and practices of public administration, public employment, labor relations, and risk management.

Other Requirements:

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Licenses and/or Certifications:

- Current active membership in the California State Bar

COMPENSATION

Salary commensurate with experience, within a range approved by the MMWD Board of Directors. Fringe benefits include: CalPERS health insurance, Delta Dental insurance, vision care reimbursement, paid vacation, administrative leave, sick leave, 12 paid holidays per year, retirement benefits through CalPERS, a $2,500 annual management allowance for education and training. Additional information will be provided upon request.

HOW TO APPLY

Apply on-line at www.alliancerc.com by July 17, 2020. For questions and inquiries, please contact: Cindy Krebs at ckrebs@alliancerc.com or (562) 901-0769 or Sherrill Uyeda at suyeda@alliancerc.com or (562) 901-0769.

ALLIANCE RESOURCE CONSULTING LLC
1 Centerpointe Drive, Suite 440
La Palma, CA 90623

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